

Arizona Newborn Screening Advisory Committee Bylaws

- I. Purpose and Role
The purpose of the Newborn Screening Advisory Committee (Committee) is to carry out the duties described in Arizona Revised Statutes (ARS) §36-694(G). Such duties shall include providing recommendations and advice to the Arizona Department of Health Services (Department) regarding tests included on Arizona's newborn screening panel.
- II. Composition
The membership of this Committee shall be composed as provided in ARS §36-694(H).
- III. Member Responsibilities
 - a. Terms
All members as defined in ARS §36-694(H) shall be appointed by the Director of the Arizona Department of Health Services and serve staggered three-year terms expiring on December 31st of that year.
 - b. Attendance
Regular attendance is expected of all Committee members. If a member fails to attend two (2) consecutive meetings, an inquiry shall be made of that member concerning their continued participation. The results of the inquiry, together with recommendation of the Committee, shall be forwarded to the Director of the Arizona Department of Health Services for a decision on the member's status.
 - c. Resignations and Vacancies
If any member of the Committee wishes to resign, or has a category of membership status change, the member must notify the current Chair in writing. In the event of a vacancy for any reason, program staff will work with the ADHS Director to solicit applications as appropriate to fill the vacancy with a representative of the same membership category to serve the unexpired portion of the term.
 - d. Expectations
 - i. Open Meeting Law Requirements
The Committee and each member is subject to ARS §38-431 (the Arizona Open Meeting Law).
 - ii. Public Service Orientation Training
Pursuant to ARS §38-592, members must complete Public Service Orientation Training and submit a certificate of completion to program staff within six months of appointment..
 - iii. Loyalty Oath
Pursuant to ARS §38-231, members must sign a loyalty oath of office upon appointment.
 - e. Restrictions
 - i. Conflict of Interest
Members may not accept payment for any services offered to the member because of his/her position on the Committee. Members may not disclose confidential information or draft information (from any source including grants, requests for proposals, and contracts) acquired through his or her participation on the Committee until such time as that information or document is released and made public. Members shall submit annual COI disclosures and disclose any new potential conflicts of interest at the beginning of each meeting.
 - ii. Advocacy
The Committee as a public body cannot take a position on matters before the legislature. Members shall not participate in legislative or advocacy activities using his or her title or position on the Committee, however, members may represent themselves or other entities in the legislative process.

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- f. Compensation and Travel Reimbursement
Board members are not eligible to receive compensation or reimbursement of expenses per ARS §36-694(H).

IV. Committee Operations

a. Leadership/Officers

i. Selection

The Committee shall elect a Chair, and a Vice-Chair to serve in the Chair's temporary absence, from its members who shall preside over each Committee meeting. Both officers shall serve one term of three years. Both officers will serve no more than one term. In the event that either officer is unable to complete his/her term for any reason, a new officer will be elected. Regardless of the expiration of the term, the Chair and Vice-Chair will serve until the Committee elects a successor; however, a presiding officer may not remain in office past his or her membership term.

ii. Role

The role of the Chair and Vice-Chair is to:

1. Participate in agenda planning and preparation for committee meetings
2. Provide leadership in conducting committee meetings by presiding at all committee meetings at which he or she is present
3. Ensure the Committee adheres to its charge
4. Call for the establishment of subcommittees

b. Quorum

A simple majority of the total membership positions, whether filled or vacant, shall constitute a quorum. If a quorum is not met, a meeting limited to a call the public may be held.

c. Regular Committee Meetings

Regular Committee meetings must be held in compliance with Arizona Open Meeting Laws. Minutes of each Committee will be recorded, and the Committee shall have the right of review and correction of minutes of all meetings before publication and distribution.

i. Frequency

At least two regular meetings of the Committee shall be held in February and August, at a time and place designated by the Chair.

ii. Participation options

In order to be counted towards a quorum, committee members may attend a regular meeting in person, by telephone or by webinar. Documents to be reviewed by members attending remotely will be made available prior to the meeting.

iii. Agenda development

Regular Committee meetings will include at least the items listed in the attached standing agendas. Additional items will be included at the direction of the Chair, who may receive requests by members up to two weeks prior to the meeting date.

d. Subcommittees

Standing and ad hoc subcommittees of limited duration may be established by the Committee or by the Chair with the approval of the Committee. The Committee shall develop general guidelines for subcommittee operating procedures and define their scope, goals and objectives. Subcommittees must be held in compliance with Arizona Open Meeting Law. Each subcommittee shall be responsible for reporting committee activity and action recommendations at each regular Committee meeting.

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e. **Committee Action and Voting**

Each member of the Committee shall be entitled to one vote on a motion duly made and seconded, when present at Committee meetings. However, members must abstain from deliberating or voting on issues that could present, or reasonably appear to present, a conflict of interest. Motions will be adopted pursuant to a simple majority vote of the members present, excluding abstentions. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

f. **Subject Matter Experts**

ADHS recognizes the value of subject matter experts (SMEs) to provide information to the Committee as it develops recommendations and initiatives relative to its charge(s). SMEs are subject to the request of the Committee and should disclose any conflicts of interest they may have prior to providing information to the Committee

g. **ADHS Support Staff Responsibilities**

The ADHS Newborn Screening Program will provide reasonable administrative and technical support and coordination for all Committee and subcommittee activities.

Program staff shall:

- i. Provide information and technical resources for reporting and submitting Committee recommendations to the ADHS Director as needed.
- ii. Serve as liaison between members and ADHS staff.
- iii. Plan, coordinate, and organize committee and subcommittee meetings and activities, including:
 1. Schedule meeting dates and ensure meeting sites are ready
 2. Notify members of upcoming meeting dates, times, and locations
 3. Post the agenda and support materials for each meeting
 4. Serve as point of contact for the public, including ensuring that contact information, agendas, and meeting support materials are easily accessible
 5. Prepare and distribute information and materials for member review
 6. Prepare and maintain Committee records and documentation

h. **Adoption and Revision to Bylaws**

Bylaws will be adopted and amended pursuant to a two-thirds vote of the members present on a motion duly made and seconded. The Committee will review the Bylaws annually. Committee-proposed amendments that occur as a result of the review will be considered in a regular meeting and will be passed and become effective upon adoption based on a two-thirds vote of members attending the meeting.

Approved:

Revised and Approved: